

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises clerical positions in the police department, the main duties of which are receiving and maintaining departmental records. Employees of this class type and file records and reports, operate office machines, and prepare simple reports from information collected from the files. Positions of this class are non-supervisory in nature and the departmental records clerk operates independently under general instructions from the chief of police who is the immediate supervisor for this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Types memoranda, records, reports, forms, letters; proofreads all typed material; mails or distributes typed material;

Files records and reports (alphabetically, numerically, chronologically).

Receives department records and reports and checks them for completeness and accuracy; finds errors in records and reports and returns them for correction;

Answers the telephone; makes and cancels appointments for superiors;

Opens, sorts, and distributes mail;

Operates office machines such as typewriters, copying machines, adding machines; may also operate telephone switchboard, computer;

Revises department filing system when required; develops new procedures for office functions when necessary;

Pulls information from files when needed or requested; gathers data from files for use in preparing reports or prepares reports from information collected from files;

Writes letters in answer to requests received;

Performs related work as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Before employment, must demonstrate an ability to type 45 words per minute.